



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



REVENUE MANAGER

\$69,629.66 - \$112,460.15 ANNUALLY

DESCRIPTION OF DUTIES

Professional accounting and advanced supervisory work in coordinating the activities of the Revenue Division of the City's Finance Department, and in performing advanced accounting work, requiring a high degree of professional skill and experience. Plans, assigns and supervises the work of subordinate employees in recording accounting transactions to accounts receivable including false alarm billing, fire and rescue entries, special assessment billings, liens, utility billing and collections, and a cashiering function. Maintains and reconciles or supervises subordinate employees maintaining and reconciling journals, ledgers, and other records. Prepares and reviews periodic financial and statistical statements, reports, and tabulations of all related accounts kept of financial transactions of the City. Serves as back-up to payroll, pension work and report writer activities. Serves as a trustee of the pension trust fund. Confers with superiors on matters relating to fiscal, administrative and budgetary policy. Evaluates the job performance of subordinate employees. Performs related tasks as required.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university with a major in accounting, finance or business plus five years of full-time paid accounting experience in a computer based municipal setting. PC and spreadsheet experience required. Experience can substitute for education on a year- for-year basis.

DESIRES

Considerable knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations. Considerable knowledge of the laws, rules and regulations controlling budgetary, fiscal record keeping and contract procedures of the City government. Considerable knowledge of accounting procedures and equipment and the principles and practices of office management. Ability to prepare complete and accurate accounting reports and statements of considerable complexity, in a timely manner. Ability to supervise and coordinate the work of an accounting staff in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with other employees and public officials.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
peter@miamibeachfl.gov
ATTENTION: RM-ANN

CLASS NO: **1131**
UC NO: **0560UO**